



JOB DESCRIPTION

JOB TITLE: Assistant Planner

DEPARTMENT: Community Development Department

REPORTS TO: Planning Manager

DATE: May, 2009

EMPLOYEE UNIT: AFSCME

Supersedes: January, 1996

FLSA EXEMPT: No

JOB SUMMARY: Under direct supervision of the Planning Manager, the Assistant Planner performs professional planning activities with an emphasis on current planning issues; performs related work as required.

CLASS CHARACTERISTICS: This is the entry level class of the professional planning series. Initially under close supervision, the incumbents perform the more routine aspects of the work. As experience is gained, there is greater independence of action and a broader scope of professional assignments. This class is distinguished from the Associate Planner level in that the latter is the journey level of this professional series requiring more complex duties.

The City of Morgan Hill is an AFSCME agency shop. Members of this class must either join AFSCME or pay an agency fee in lieu of membership.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties are performed personally, in cooperation with the Planning Manager and/or in coordination with other City staff and community groups. Additional duties may be assigned.

1. Review applications for zoning variances or changes, use permits, planned developments, site approvals, etc.
2. Conduct studies, make field investigations, and develop recommendations regarding the processing of such applications.
3. Investigates complaints or inquiries regarding planning or zoning matters and follow-up as required.
4. Assist with the update of the General Plan and long range planning, including the review of zoning amendments affecting the General Plan.
5. Confer with and provide technical support to other City staff on planning issues.
6. Review preliminary designs and building plans and specifications for environmental and zoning

implications.

7. Maintain records and prepare a variety of periodic and special reports.
8. Prepare correspondence, draft ordinances and other written materials.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required.

Education & Experience:

1. Possess a Bachelors degree from an accredited college in urban planning, architecture, public administration or field closely related to the work.
2. Some professional planning experience in a municipal setting is desirable.

Licenses & Certificates:

1. Possess a valid California Class C driver's license in compliance with adopted City driving standards.

Knowledge of:

1. Current principles, practices and techniques of urban planning.
2. Zoning and subdivision principles and methods.
3. Economic forecasting and statistical research methods.
4. Drafting and mapping techniques.
5. Environmental issues as related to the planning process.
6. Applicable local, state and federal laws and regulations.
7. General knowledge of construction engineering, architectural, and landscaping practices.

Skill in:

1. Implementing, interpreting and explaining complex policies, procedures, rules and regulations.
2. Conducting analytical studies, compiling statistical and economic data, evaluating alternatives, and making sound recommendations.
3. Reading and interpreting maps and specifications.
4. Providing outstanding customer satisfaction (internally and externally).
5. Use of common office software including Microsoft Office and GIS/Auto CAD.

Ability to:

1. Exercise sound independent judgment within general policy guidelines.
2. Establish and maintain effective working relationships with those contacted in the course of the work.
3. Represent the City effectively in meetings with others.
4. Prepare clear, concise and competent reports, correspondence, and other written materials.

PHYSICAL DEMANDS: Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
2. Employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus.

WORK ENVIRONMENT: Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Assistant Planners generally work 95% indoors and 5% outdoors.
2. The work environment indoors is usually in a temperature-controlled office; some travel is required.
3. Noise level in the work environment is usually moderate.